



COMMISSIONED OFFICER TRAINING

WELCOME PACKAGE

Effective immediately you will begin practicing proper military courtesies. This means you will use “sir” and “ma’am” when addressing any OTS staff member, regardless of the staff member’s rank.

You must arrive for in processing on the first day between 1000 and 1600. You cannot be late! If you will be late, either through poor planning on your part or events beyond your control, contact the 23 TRS orderly room at 334-953-0347 during duty hours or the Staff Duty Officer at 334-462-4411 after 1600. On arrival day, Officer Training School Staff will march you to and from dinner or provide you with a Meal Ready to Eat (MRE).

Read This Welcome Package and your Operating Instructions. You will be tested on your knowledge of them very soon. You are expected to use proper reporting statements immediately and will be corrected in a direct manner until you do. These can be found in OTSMAN 36-2202, Chapter 1. Concentrate on the first four chapters

Package Contents:

- Welcome Letter
- Typical Day at COT
- Military Equal Opportunity and Treatment (EOT) Program
- Severe Weather Procedures
- OTS Complex & Base Maps
- COT Customer Service POC Handout
- Medical & Dental Care Guidance
- TRICARE Information Sheet
- Finance/Personnel In-Processing Information Sheet
- Library Information
- Fitness Questionnaire
- Items Required for In-processing TD-0 and TD-1
- Initial Performance Feedback Worksheet Instructions
- Initial Performance Feedback Worksheet
- Uniform Checklist (Male and Female)

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DEPARTMENT OF THE AIR FORCE
AIR UNIVERSITY (AETC)


5 May 09

MEMORANDUM FOR COMMISSIONED OFFICER TRAINING (COT) STUDENTS

FROM: 23 TRS/CC

SUBJECT: Welcome Letter

1. Today, you begin an intense five-week course designed to transform you from a technical professional into a leader worthy of the trust of this nation. This course will push you to your limits. In doing so, we will expand the limits of your capabilities. Expect to work long days and to integrate within your flight, squadron and group. The attachment "Typical Day of a COT Student" provides an overview of what to expect. If you do what we expect, you will graduate as a competent, courageous leader with an infectious desire to serve with integrity and excellence.
2. Air Force officers at all levels must know and strictly adhere to their organization's standards. You will learn many of these standards while here at COT. Effective immediately, you will use proper customs and courtesies when addressing OTS staff. You will answer direct questions with "yes, sir/ma'am" or "no, sir/ma'am," as appropriate. You will begin every sentence with "sir" or "ma'am," as appropriate.
3. Begin studying the Operating Instructions now. You must know reporting, flightroom and auditorium procedures as outlined in OTSMAN 36-2202, *Standardization of Procedures - Officer Training School*, by Training Day 1 (your first full day at COT). This evening, begin filling out the paperwork in your Welcome Package. You will be turning in various paperwork within the Welcome Package during inprocessing and the Flight Commander Welcome.
4. During in-processing and early on the morning of Training Day 1, Officer Training School staff will be in the dormitory providing direction on what to do and where to be. They will be loud and directive in their instruction and will single out individuals needing specific attention. Have your important paperwork (items on the In-processing checklist and the Welcome Package) with you for the day. You will not be allowed to return once you depart the dormitory.
5. If you have any questions prior to the class, contact the 23 TRS/DO during duty hours at 334 953-0347. If you require assistance on arrival day, call the Operations Control Center during the day at 334-953-9675 or the Staff Duty Officer at (334) 462-4411 after 1700 hours.


TODD E. ACKERMAN, Lt Col, USAF
Commander, 23d Training Squadron

Attachment:

Talking Paper on a Typical Day for a COT Trainee

TALKING PAPER
ON
A TYPICAL DAY FOR A COMMISSIONED OFFICER TRAINING TRAINEE

0430 – Wake up/Personal hygiene time
0450 – Form up to march to Physical Training pad
0505 – Arrive PT pad/Trainee Group accountability
0515 – Physical Training begins
0615 – Physical Training ends
0630 – March to breakfast/Personal hygiene time/Change into UOD
0745 – Form up to march to OTS bldg
0755 – Prepare for flight room class (0800-0850)
0855 – Prepare for flight room class (0900-0950)
0955 – Prepare for flight room class (1000-1050)
1050 – Transit to auditorium for lecture
1055 – Prepare for auditorium lecture (1100-1150)
1150 – Transit to flight room for lunch prep
1200 – March to lunch (Marched by Flight Commander)
1235 – March from lunch (Marched by Flight Commander)
1245 – Return to flight room/Trainee Group or Flight position duties/Class prep
1255 – Prepare for flight room class (1300-1350)
1355 – Prepare for flight room class (1400-1450)
1450 – Transit to auditorium for lecture
1455 – Prepare for auditorium lecture (1500-1550)
1555 – Prepare for auditorium lecture (1600-1650)
1655 – Transit to flight room or Flight Commander's cube for counseling
1800 – March to dinner (Marched by Flight Commander)
1835 – March from dinner (Marched by Flight Commander)

END OF DUTY DAY FOR TRAINEES (1900)

1900 – Detail to dorm or shoppette for personals
1915 – Group study in dorms with flight mates
2100 – Individual study in dorm room/Work on assignments/Additional duties
2300 – Personal time/Hygiene
2400 – Lights out



DEPARTMENT OF THE AIR FORCE
AIR UNIVERSITY (AETC)


5 May 09

MEMORANDUM FOR ALL 23 TRS STAFF AND COT TRAINEES

FROM: 23 TRS/CC

SUBJECT: Military Equal Opportunity and Treatment (EOT) Program

1. You have the right to work in an environment free of unlawful discrimination and sexual harassment. Unlawful discrimination is any discrimination based on race, color, religion, sex, or national origin. Unlawful discrimination and sexual harassment are contrary to good order and discipline and counter-productive to combat readiness and mission accomplishment. I will not tolerate unlawful discrimination against Air Force personnel or their family members.
2. Your chain of command is responsible for creating an environment free from unlawful discrimination and sexual harassment. You should attempt to resolve EOT problems at the lowest level, and you have the right to file an informal or formal EOT complaint with your chain of command without fear of reprisal. Trainees must report all instances of discrimination or harassment to their Flight Commander, even if they have been fully resolved at the trainee level.
3. All reports of unlawful discrimination or sexual harassment will be investigated and appropriate disciplinary and corrective action will be taken if unlawful discrimination, harassment, or reprisal is substantiated.
4. All rating and evaluation officials will evaluate compliance with EOT directives and document repeated or serious violations in performance reports. Membership in groups espousing supremacist causes or advocating unlawful discrimination must be considered in evaluating and assigning members.
5. These requirements are the minimum legal behaviors for AF members, but we can go well beyond simply being legal. I expect staff and trainees to model professional behavior at all times. Loss of self-control, belittling comments, profanity, etc., do not reflect well on the AF and will not be tolerated. More importantly, we will aggressively work to develop our diverse abilities and talents, to ignore differences that have no bearing on mission accomplishment, and to make every person successful and proud of their unique contributions to the squadron.
6. **If you are involved in a situation involving harassment or discrimination, you may want to contact the Military Equal Opportunity Office at 953-6010, the OTS chaplain at 953-4748, or the base Sexual Assault Response Coordinator at 953-8696.**


TODD E. ACKERMAN, Lt Col, USAF
Commander, 23d Training Squadron



DEPARTMENT OF THE AIR FORCE
AIR UNIVERSITY (AETC)

2 Mar 09

MEMORANDUM FOR INCOMING STUDENTS

FROM: 23 TRS/DOA

SUBJECT: Severe Weather Procedures

1. Welcome to Commissioned Officer Training! As a student, you will face many challenges, to include severe weather (e.g., tornados, strong thunderstorms, intense heat). My job is to make you aware of these conditions, and ensure you take proper safety precautions.

2. Tornados affect the Montgomery area every year, especially during the Spring and Summer (tornado season). A tornado *watch* means weather conditions are favorable, while tornado *warning* means a funnel cloud has been spotted or is imminent. During a *warning*, a 3-5 minute steady tone will sound over the base warning system. Take the following precautions when you hear this tone:

- a. Boyd Auditorium – exit auditorium, proceed to interior, first-floor flight rooms
- b. Hoover Auditorium – exit auditorium, proceed to interior hallways on the sides of and behind the auditorium
- c. Flight rooms – proceed to interior, first-floor flight rooms
- d. Dorms – proceed to closets in first-floor rooms, three students per closet (when closets are full, fill bathrooms)
- e. Outdoors – quickly enter nearest building and take cover in smallest, innermost room
- f. Most importantly, take shelter first. Accountability actions will occur after the “all clear” is sounded over the base warning system and the OCC (danger has passed)

3. Montgomery’s intense heat and humidity is another safety consideration during the hot season (15 Apr – 15 Oct). Temperatures will average in the mid 80s, and can possibly reach 100 degrees. As a result, you can suffer from several heat stress disorders (e.g., heat cramps, heat exhaustion, heat stroke). For your protection, physical training is conducted during early morning hours to avoid the hottest part of the day. In addition, you must drink plenty of fluids. Proper hydration is the best way to prevent heat stress.

4. Please contact me at 3-0303 with any questions you might have.

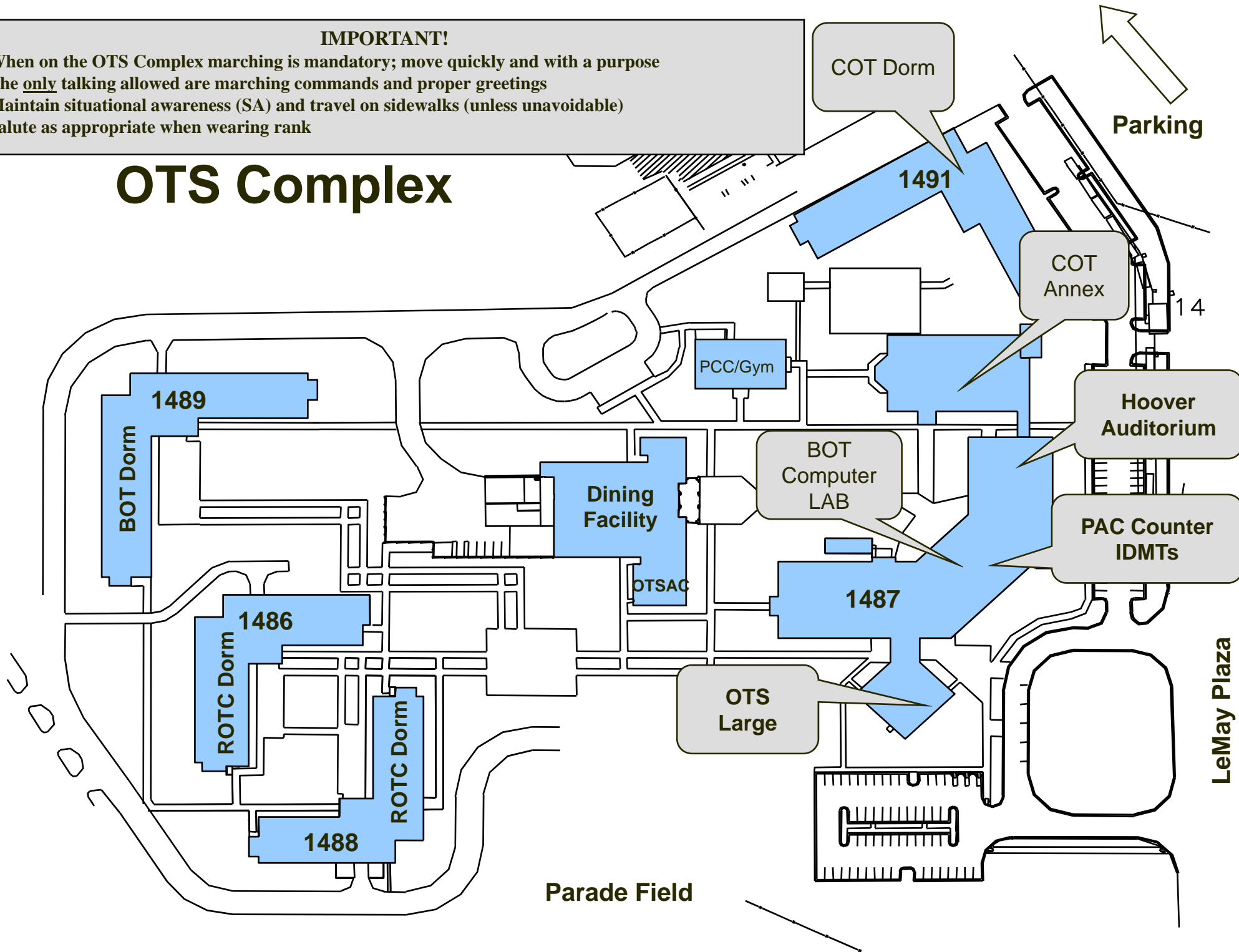
A handwritten signature in black ink, appearing to read "David R. Galbreath", is located below the text of the fourth point.

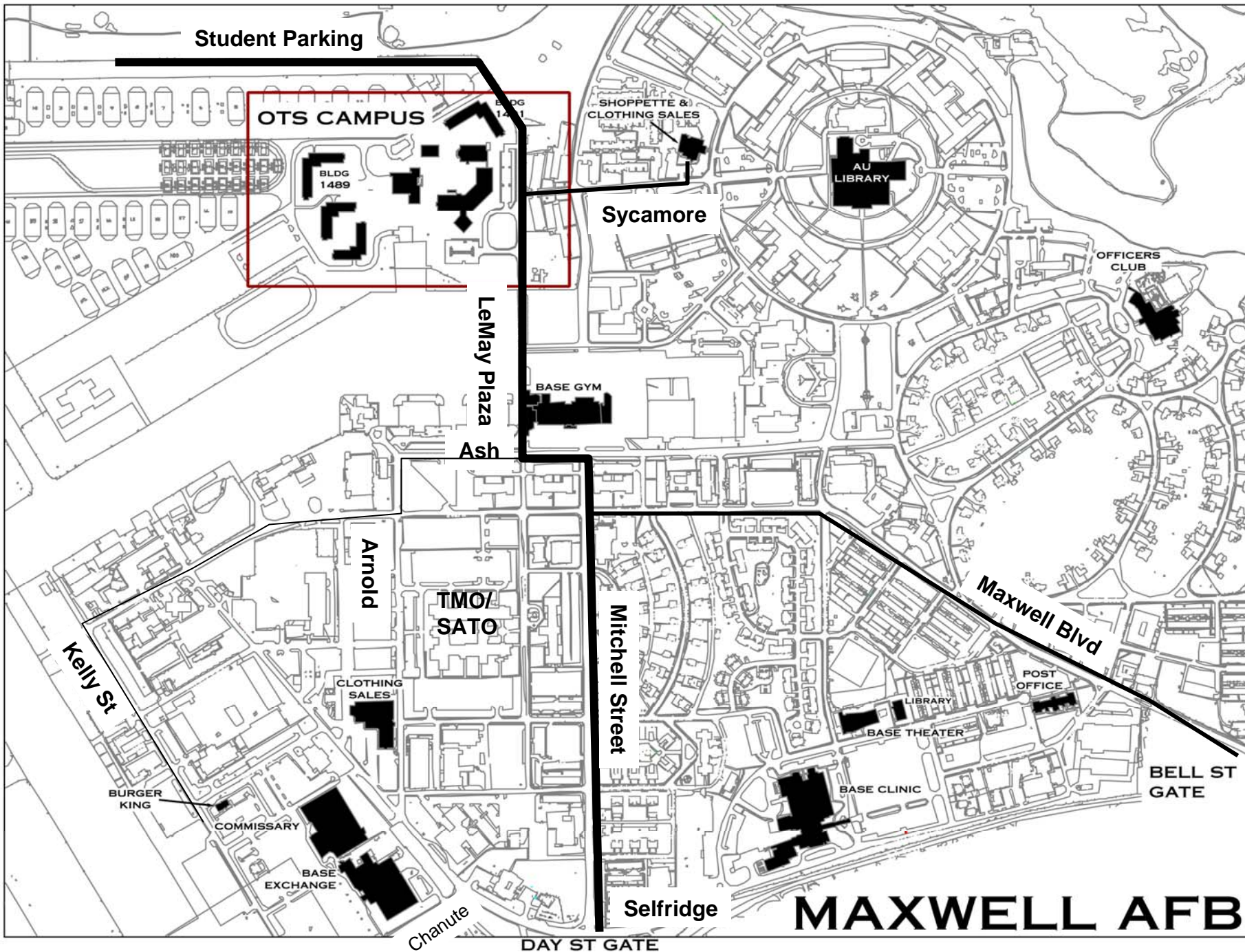
DAVID R. GALBREATH, Capt, USAF
Unit Safety Representative

IMPORTANT!

- When on the OTS Complex marching is mandatory; move quickly and with a purpose
- The only talking allowed are marching commands and proper greetings
- Maintain situational awareness (SA) and travel on sidewalks (unless unavoidable)
- Salute as appropriate when wearing rank

OTS Complex





Student Parking

OTS CAMPUS

BLDG
1489

SHOPPETTE &
CLOTHING SALES

Sycamore

AU
LIBRARY

OFFICERS
CLUB

LeMay Plaza

BASE GYM

Ash

Arnold

TMO/
SATO

CLOTHING
SALES

Mitchell Street

Maxwell Blvd

Kelly St

BURGER
KING

COMMISSARY

BASE
EXCHANGE

LIBRARY

BASE THEATER

POST
OFFICE

BASE CLINIC

BELL ST
GATE

Selfridge

MAXWELL AFB

DAY ST GATE

Chanute

**Commissioned Officer Training
Customer Service POC Handout**

Personnel Section: We are located in the main OTS building (Bldg 1487) at the Personnel Assistance Counter (PAC). The PAC is located near the barbershop. Please sign in at the computer to the right of the PAC for any personnel questions or concerns. Our normal hours of operation are Mon, Tues, Thurs and Fri 0730-1630; Wednesdays 0900-1630. You may also contact us at the following numbers:

SSgt Douglas

NCOIC, COT

953-1889

Dependent IDs/DEERS Enrollment: In order for your family to be eligible for medical or dental coverage, we must update their information in the Defense Enrollment Eligibility Reporting System (DEERS). You will need to provide the Personnel Section with a ***DEERS Information Worksheet*** (provided during the Personnel In-processing briefing) along with a marriage certificate and/or birth certificates for your children. Please provide your spouse's birth certificate only if you have step-children. Once this information is verified, we will use the ***DEERS Worksheet*** to update your dependents in the system

Medical/Dental Coverage: To enroll your family members for medical coverage with Tricare, call 1-800-403-3950 or visit their website at www.tricare.osd.mil.

To enroll your family members for dental coverage with United Concordia Tricare Dental Program call 1-888-622-2256 or visit their website at www.ucci.com. **You and your family members must be enrolled in DEERS prior to signing up for medical/dental coverage.**

Finance Office: A Finance Representative will be available to address your financial concerns in the main OTS building at the Personnel Assistance Counter (PAC) on Tuesdays and Thursdays at 1130-1230. If you are unable to meet with Finance at these times due to scheduling conflicts, please contact SSgt Douglas for assistance. *FYI: Please do not sign in at the PAC computer for assistance from Finance---they will have a separate sign-in sheet available.*

For emergency pay concerns, please contact the Maxwell AFB Finance Office (Bldg 804) at 953-3288, option #2.

Montgomery G.I. Bill Questions: Maxwell AFB Education Office (Mr. Baker) - 953-5959

Legal Matters: Maxwell AFB Legal Office - 953-2786

Shipment of Household Goods: Maxwell AFB Traffic Management Office (TMO) - 953-3887

Travel Arrangements: Official Business – 240-3345 Leisure – 262-4914



DEPARTMENT OF THE AIR FORCE
AIR UNIVERSITY (AETC)

2 Mar 09

MEMORANDUM FOR COMMISSIONED OFFICER TRAINING STUDENTS

FROM: 23 TRS/DO

SUBJECT: Medical and Dental Care Guidance

1. **If there is a threat to *life, limb, or eyesight*, go directly to the nearest emergency room or call 911.** To contact the ambulance service located on Maxwell AFB dial 911 from a base phone or (334)953-9911 from your cell phone. Dialing 911 from your cell phone will get the Montgomery emergency response number and takes longer to respond to an on-base emergency. Local hospitals include:

- Jackson Hospital (I-85N, Forest Ave Exit 2, Turn Left); 293-8000 (**Non-TRICARE**)
- Baptist South Hospital (I-65S, E. South Blvd Exit 168, Turn Left); 288-2100 (**Preferred**)
- Baptist East Hospital (I-85N, Taylor Rd Exit 9, Turn Left); 277-8330

2. Non-emergency medical attention **during duty hours**:

- **OTS Sick Call:** Independent Duty Medical Technician (IDMT) office (building 1487, 1st floor), Monday-Friday 0515-0645
- **Maxwell Clinic:** Call 953-3368 between 0700 and 1600 for an appointment
 - Report to OTS IDMT office prior to and after reporting to Maxwell Clinic (bring all medical paperwork)
 - Sick call hours are Monday through Friday 0645-0730 (no appointment necessary)
 - Call the Operational Medicine Nurse at 953-2462 to verify whether you need an appointment, obtain medical advice, or obtain lab results
 - Ensure they understand you are an OTS student

3. Report for all sick call or medical appointments in an authorized uniform.

4. If you require non-emergency medical attention **after duty hours**:

- **On base** call the OCC at 953-9675 or the SDO cell phone at 462-4411
- **Off base** call 953-3368 and ask to speak to the on-call physician; if you cannot reach the on-call physician, contact the nearest hospital emergency room and speak to their on-call physician
- Report to OTS IDMT office during sick call hours the next duty day

5. **If you receive medical care *without a referral***, you must report the visit within 24 hours. If you are enrolled in Tricare elsewhere, call your regional Tricare office. If you are not enrolled in Tricare elsewhere, call 953-3368. If you were seen during the weekend, call during the next duty day. You initially may have to pay your own medical bill, but Tricare can reimburse you later. If possible, obtain a referral prior to seeking medical attention to preclude incurring non-authorized costs. The OTS IDMTs can help process your Tricare paperwork and answer Tricare questions, if needed.

A handwritten signature in black ink, appearing to read "K. Alexander", is positioned above the printed name.

KEVIN M. ALEXANDER, Maj, USAF
Director of Operations

TRICARE INFORMATION SHEET -- 17 Apr 06

This information was extracted from the TRICARE website and/or TRICARE informational handouts:

To receive the full benefit under TRICARE Prime, Prime members must have their non-emergency health needs directed by their Primary Care Manager (PCM) and approved health care finder. This includes all referrals to specialists, hospitalizations or any care required while traveling away from home. When Prime members do not coordinate their health care through their PCM, they make a choice to exercise the TRICARE Point of Service option. By making that choice, TRICARE Prime members are subject to higher deductibles and cost shares. TRICARE Prime beneficiaries who are treated for an emergency should notify their PCM within 24 hours of their emergency treatment in order to receive the full PRIME benefit. Point of Service Option Cost Share is 50% of the TRICARE Maximum Allowable Charge (MAC).

This applies to OTS students that are prior enlisted as they are here TDY enroute and all students TDY here for SOS, ASBC, etc.

New accessions that are not enrolled will be authorized through the Service Point of Contact (SPOC) option.

Below is a current list of TRICARE authorized urgent care centers. This may be helpful for students here TDY when trying to coordinate urgent care with their PCM at their home base.

Please remind students to update their DEERS information and MTF information whenever they change address/phone number, etc. Failure to update DEERS and MTF information can result in misdirected communication, delayed enrollment and claims payment, etc.

All beneficiaries can call DEERS at 1-800-538-9552 or make the address change online by visiting www.tricare.osd.mil/DEERS address/.

Urgent Care Centers

Mouton, Abraham MD
Soler, Anthony MD
American Family Care
2936 Marti Lane
Montgomery, Al 36116
334-288-0088
Mon-Sun, 8a-6p

Arguello, Martha MD
American Family Care
6910 Vaughn Road
Montgomery, Al 36116
334-279-7444
Mon-Sat, 8a-6p

Beauchamp, D'Livro MD
Sachdev, Jatinder MD
American Family Care
601 N Eastern Blvd.
Montgomery, Al 36117
334-279- 6331
Mon-Sat, 8a-6p

PriMed Vaughn Road
2815 Eastern Blvd
Montgomery, Al 36116
334-271-4545
Sun-Sun, 7a-9p

PriMed Atlanta Highway
4305 Atlanta Highway
Montgomery, Al 36109
334-271-7051
8a-9p Sun-Sun (Closed Major Holidays)

PriMed Taylor Crossing
34 Taylor Road , North
Montgomery, Al 36117
334-272-7639
Sun-Sun, 7a-9p

Provider listings are subject to change without notice. Please call the provider to confirm continued participation with TRICARE.

TRICARE TOLL-FREE NUMBERS

National Toll Free Numbers

Senior Pharmacy Program	1.877.DOD.MEDS (1.877.363.6337)
TRICARE For Life	1.888.DOD.LIFE (1.888.363.5433)
TRICARE Prime Remote (TPR) (active duty and family members)	1.888.DOD.CARE (1.888.363.2273)
TRICARE Retiree Dental Plan - Deltal Dental	1.888.838.8737
TRICARE Dental Program (TDP) - United Concordia	1.800.866.8499
National Mail Order Pharmacy - Merck Medco	1.800.903.4680
Defense Enrollment Eligibility Reporting Systems (DEERS)	1.800.538.9552
Active Duty Claims (MMSO)	1.800.876.1131

Regional Toll Free Numbers

Northeast (1)	1.888.999.5195
Mid-Atlantic (2)	1.800.931.9501
Southeast (3)	1.800.444.5445
Gulfsouth (4)	1.800.444.5445
Heartland (5)	1.800.941.4501
Southwest (6)	1.800.406.2832
Central (7/8)	1.888.874.9378
Southern California (9)	1.800.242.6788
Golden Gate (10)	1.800.242.6788
Northwest (11)	1.800.404.2042
TRICARE Pacific Hawaii	1.800.242.6788
WESTPAC	1.888.777.8343
Latin America & Canada	1.888.777.8343
Puerto Rico & Virgin Islands	1.888.777.8343
Europe	1.888.777.8343

The [TRICARE Web site](http://www.tricare.osd.mil/) is the official Web presence of the TRICARE Management Activity.
 Skyline 5, Suite 810, 5111 Leesburg Pike, Falls Church, VA 22041-3206

Commissioned Officer Training (COT) In-processing Sheet

1. Provide four front and back copies of your orders.
2. When asked to submit documents such as marriage licenses/certificates, birth certificates, or pay affecting documentation, please remember the following information:

The Personnel Section and Finance are two separate offices and do not share copies of your documentation.

If you need to submit a document to the Personnel Section and Finance please provide a SEPARATE copy to each office.

DO NOT submit originals

DO NOT submit your ONLY copy

*****Please have copies of the following documents (if applicable) available for Personnel In-processing:**

DD Form 214s

Point Summary Statements

NGB 22s

Licenses/Diplomas/Certifications

Marriage certificates/spouse's and/or child(s) birth certificates

Driver's License/Passport/Military ID

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OTS STUDENTS (COT) – RESOURCES FOR BRIEFINGS

MSFRIC Webpage

<http://www.au.af.mil/au/aul/lane.htm>

INFORMATIVE BRIEFING

1. On the Muir S. Fairchild Research Information Center's home page click on AU Student Support then on the Officer Training School link. On this page you will find links to Cultural Awareness/**Regional Studies** and other resource guides.

CULTURAL AWARENESS/REGIONAL STUDIES

2. On the Officer Training School Curriculum Assistance page look for Cultural Awareness/Regional Studies. From here you will find links to full-text articles, Internet sites, and lists of books containing information about your region.
3. Check the online catalog for books, documents, and multimedia items at: <https://catalog.au.af.mil/cgi-bin/Pwebrecon.cgi?DB=local&PAGE=First> . Documents and periodicals cannot leave the building – photocopy the portions you need. You may check out videos.
4. The 'Databases' link on the OTS page takes you to the main Database page with links to databases such as: EBSCO, PROQUEST, Country Watch, AULIMP, and New York Times, etc. **For access from your dorm the remote database password list can be picked up at the MSFRIC Reference desk. Request [here](#) for the sheet to be sent to your .mil email.**
5. The 'Tongue and Quill' link on the OTS page takes you to the electronic copy of this title which will have examples of written communications including the ***Bullet Background Paper***.

Muir S. Fairchild Research Information Center

Hours:

Mon-Thurs	0730-2145
Fri	0730-1645
Sat	0800-1645
Sun	1300-1645
Holidays	As posted

Map Room M-F 0800-1700 (closed for lunch 1300-1400)

Continued on reverse

Muir S. Fairchild Research Information Center General Information

1. You are allowed to check out books and videos. Get your temporary library card at the Book Circulation Desk. You will need a **copy of your orders** and your ID card. The card is good only for the time you are at OTS. All material you have checked out must be returned before you depart Maxwell. The Book Circulation Desk is just inside the West Wing to the right of the security gates.
2. There are five photocopiers for your use in the center. You will need to obtain a copier/printer code card from the Information Desk to print from public computers or to make copies. Each card has a code that you must insert into the pop-up box on your computer screen or on the copier screen. You are allowed to make free copies of center material for your personal or school use – one copy only. The Copy Room is just past the Information Desk on the right. When you print from any PC in the center the copy will be printed on the machines in the Copy Room. There is a sign near each PC that directs you to the correct printer to retrieve your print copies.
3. All public computers in the center have the Microsoft Office Suite and Internet access. There are also 5 public computers in the East Wing.
4. Two scanners are available. Instructions are located by the scanner.
5. Documents (call number starts with M-U) usually cannot be checked out. You are allowed to make free copies of the material you need. The Document Circulation Cage is in the East Wing.
6. Pay telephone, DSN phones and base telephones are in the main hallway of the center. You are not allowed to use Center staff telephones or staff computers. Cell phones can only be used in the north or south lobbies.
7. Restrooms are off the main hallway.
8. You may use your personal laptop; the entire Center is a WI-FI zone. Instructions for using WI-FI connection are available at the Information Desk. You cannot connect your personal laptop to the base LAN nor to a telephone line.
9. AU Press is where you get “free” books. They are located at 131 W. Shumacher Ave., Bldg. 910. Bookstore hours are 0800-1545 M - F.

OTS Liaison: Kim Hunter
kimberly.hunter@maxwell.af.mil
953-9811

COT

FITNESS SCREENING QUESTIONNAIRE

FLIGHT:

LAST NAME:

1. Do you have a health condition **not** addressed in a physical profile (AF Form 422) that could be aggravated by participating in your unit's physical training program/fitness testing or that would preclude your safe participation?

- ☐ YES – Stop here; notify your Unit Fitness Program Manager (UFPM) and contact your Primary Care Manager for evaluation.
- ☐ NO – Proceed to next question.

2. Do you have any of the following?

- Chest Discomfort with exertion
- Unusual shortness of breath
- Dizziness, fainting, blackouts

- ☐ YES – Stop here; notify your UFPM and contact your Primary Care Manager for evaluation.
- ☐ NO – Proceed to next question.

3. Are you less than 35 years of age?

- ☐ YES – Stop here; sign form and return to your Unit Fitness Program Manager.
- ☐ NO – Proceed to next question.

4. Do **two (2) or more** of the following risk factors apply to you?

- Physically inactive; that is, you have not participated in physical activities of at least a moderate level (i.e., that caused light sweating and slight-to-moderate increases in breathing or heart rate) for at least 30 minutes per session and for a minimum of 3 days per week for at least 3 months
- Smoked cigarettes in the last 30 days
- Diabetes
- High blood pressure that is not controlled
- High cholesterol that is not controlled
- Family history of heart disease (developed in father/brother before age 55 or mother/sister before age 65)
- Abdominal Circumference >40" for males; >35" for females
- Age = 45 years for males; = 55 years for females

- ☐ YES – Stop here; notify your UFPM and contact your Primary Care Manager for evaluation.
- ☐ NO – Sign form and return to Unit Fitness Program Manager.

You must notify your UFPM and see your Primary Care Manager if you have a change in health that may affect your ability to safely participate in unit physical training.

Signature: _____ Date: _____

Printed Name: _____ Rank: _____

Authority: 10 USC 8013.

Routine Use: This information is not disclosed outside DoD.

Disclosure is Mandatory. Failure to provide this information may result in either administrative discharge or punishment under the UCMJ.

This information is FOR OFFICIAL USE ONLY. It is subject to the PRIVACY ACT OF 1974

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Items Required for Inprocessing TD-0 and TD-1

- _____ Picture ID
- _____ Method of Payment for Uniforms at AAFES (Military Clothing Store), expect total costs to be ~ \$1,500
- _____ Orders 7 copies (Never give away the last copy of your orders, make more)
- _____ Shot Records
- _____ \$15 Cash (Used for meals for your first couple days here)
- _____ Comfortable Walking Shoes
- _____ Any Personnel Records
- _____ Pen
- _____ Optional Item: Backpack or Briefcase to carry all these items

Items OTS Will Provide at In-processing TD-0 (Carry with you once you receive them)

- _____ *Operating Instructions
- _____ *This Welcome Package
- _____ *Nametag
- _____ *Hydration System

- **Initial Performance Feedback Worksheet Instructions**

- FILL THIS OUT COMPLETELY AND HAVE IT ON YOU FOR FLIGHT COMMANDER WELCOME
- Section I
 - Name: LAST NAME, FIRST NAME, MI.
 - Grade: your military pay grade (e.g., second lieutenant is “O-1”, first lieutenant is “O-2”, etc.)
- Sections II-V. Leave these sections blank. The Flight Commander Interview section will be filled out during your initial interview with your Flight Commander upon arrival at OTS
- Section VI and VII. Fill these sections out as completely as possible. All items in the “PME” block must be complete upon arrival at OTS
- Gaining Unit Commander (Rank and Full Name)
 - Your Squadron Commander—not the Wing or Group Commander (unless you will work directly for one of those individuals)
 - Must provide his/her direct Defense Switch Network (DSN) number—if you do not know this information, contact your recruiter, unit, or sponsor
- Sponsor (Rank and Full Name)
 - This individual is assigned by your gaining unit to assist you with your transition to your gaining base; therefore, you should contact this individual before departing to COT
 - If you do not know this information, contact your recruiter or unit for assistance
- Once finished, highlight your full name only on one copy of your orders and bring it with the feedback worksheet to your Flight Commander interview

OFFICER PERFORMANCE FEEDBACK WORKSHEET

I. PERSONAL INFORMATION

NAME		GRADE		UNIT 23 TRS (COT)	
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II. TYPES OF FEEDBACK:	INITIAL	MID-TERM	FOLLOW-UP	RATEE REQUESTED	RATER DIRECTED
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III. KEY DUTIES, TASKS, AND RESPONSIBILITIES

V. COMMENTS

RECORD OF FLIGHT COMMANDER BRIEFING

1. Inform student of interview purpose & Flt/CC open door policy

2. Ground Safety

A. Flt/CC-Staff must be notified immediately of any injury
B. Use of seat belts and shoulder restraints mandatory
C. Sick Call, Heat Stress Index, General Health/Hygiene (OTSOI 40-1)

D. Evacuation/Severe Weather Procedures: Tornadoes, Thunderstorms, Lightning, Flag Conditions--Black, Red, Green, Yellow & White

E. Member will not practice medicine unless situation is life-threatening.

F. Auto insurance and Base Registration requirements
G. If pregnant, inform Flt/CC immediately (Circle One)
YES / NO

3. Are there any personal problems/medications/physical limitations which could impact your training (Circle One)?
YES / NO

4. Over Body Mass Index, over allowable Body Fat, under Body Mass Index counseling (MFR required)

5. OTS Tobacco Policy: none while in student status (OTSMAN 36-2201)

6. Reservations concerning military service (Circle One)?
YES / NO

7. AF Policy on sexual, racial, religious harassment, and conduct unbecoming an officer (AFPAM 36-2705)

8. Alcohol consumption, DUI, drugs, wear of uniform at local establishment whose main business is serving alcohol (OTSMAN 36-2201)

9. Financial responsibilities--pay bills/support families (AFI 36-2906)

10. Curriculum overview (Tests/Standards), Academic Integrity (AUI 36-2309), Academic Freedom/Non-Attribution Policy (OTS Sup 1, AUI 36-2308)

11. Is English your first spoken language (Circle One)?
YES / NO

IV. PERFORMANCE FEEDBACK

	needs significant improvement	needs little or no improvement
--	-------------------------------	--------------------------------

1. JOB KNOWLEDGE

Has knowledge required to perform duties effectively



Strives to improve knowledge



2. LEADERSHIP SKILLS

Sets and enforces standards



Works well with others



Fosters teamwork



Displays initiative



Self-confident



3. PROFESSIONAL QUALITIES

Exhibits loyalty, discipline, dedication, integrity, honesty, and officership



Adheres to Air Force standards



Accepts personal responsibility



Is fair and objective



4. ORGANIZATIONAL SKILLS

Demonstrates ability to plan



Coordinates actions



Schedules effectively



Uses resources effectively and efficiently



Meets suspenses



5. JUDGMENT AND DECISIONS

Makes timely and accurate decisions



Emphasizes logic in decision making



Retains composure in stressful situations



Recognizes opportunities



Requires minimal supervision



6. COMMUNICATION SKILLS

Listening



Speaking



Writing



VI. PROFESSIONAL DEVELOPMENT**STRENGTHS:**

Are you interested in a leadership position at COT (Circle One)? YES / NO

What are some of your qualifications for a leadership position?

SUGGESTED GOALS:

What do you expect to learn from this program (specific, measurable, achievable goals)?

ACADEMIC/PROFESSIONAL EDUCATION:

COLLEGES ATTENDED (Most Recent First)	DEGREE TYPE	MAJOR(s)	LOCATION (City & State/Country)
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PME (SOS, ISS, SSS, RESIDENCE/SEMINAR/CORRESPONDENCE):

MILITARY SERVICE DATES (Most Recent First)	BRANCH	DUTY TITLE	LOCATION (City & State/Country)
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NEXT/FUTURE ASSIGNMENTS (BASE LEVEL, STAFF, JOINT, CONUS, OVERSEAS):

*GAINING COMMANDER (Rank/Name):

*GAINING COMMANDER PHONE (DSN):

*GAINING UNIT (Example: 425 ABS/JA):

*GAINING LOCATION (Base & State/Country):

*SPONSOR (Rank/Name):

*SPONSOR PHONE (DSN):

*OFFICER CAREER FIELD TITLE:

(*Must provide information upon arrival to COT)

VII. ADDITIONAL COMMENTS

HOMETOWN (City & State/Country):

IF YOU ARE DRIVING TO OTS:

HOBBIES & SPECIAL INTERESTS:

- AUTOMOBILE YEAR:

- COLOR:

- MAKE/MODEL:

- LICENSE #:

PRIVACY ACT STATEMENT -- AUTHORITY: 10 USC 9411. Establishment of Schools/Camps. PURPOSE: a) document initial counseling; b) collect administrative information for in-processing; c) determine duties assigned/performed at OTS. ROUTINE USES: Indicated in systems notice F050 ATCA, Officer Training Resource Management System. DISCLOSURE: Furnishing information is voluntary. Failure to provide information may result in delay of in-processing, training, and/or graduation.

RATEE SIGNATURE

RATER SIGNATURE

DATE

MALE UNIFORM CHECKLIST

Rank and Name:

Class:

Flight:

*Items in the left column **MUST** be purchased by the end of training day (TD) 1. Items in the right column will be purchased on TD 1 if time permits; otherwise they will be purchased on the following Saturday. Items that have been worn or altered **MAY NOT** be returned. Quantities listed are minimum requirements; you may purchase more for convenience. Items listed as “seasonal” will be purchased during the months of October through March.*

Airman Battle Uniform		Qty	Service (Blue) Uniform		Qty
<input type="checkbox"/> Pants		2	<input type="checkbox"/> Short Sleeve Shirt		2
<input type="checkbox"/> Shirt		2	<input type="checkbox"/> Long Sleeve Shirt		1
<input type="checkbox"/> Hat		1	<input type="checkbox"/> White V-neck T-shirt		3
<input type="checkbox"/> Sage Green Combat Boots		1 pair	<input type="checkbox"/> Blue Neck Tie		1
<input type="checkbox"/> Belt		1	<input type="checkbox"/> Low-quarter Shoes		1 pair
<input type="checkbox"/> Blousing Straps		1 set	<input type="checkbox"/> Black Dress Socks		3 pair
<input type="checkbox"/> Desert Sand T-shirt (No Pockets)		3	<input type="checkbox"/> Flight Cap		1
<input type="checkbox"/> Sage Green Boot Socks		3 pair	<input type="checkbox"/> Blue Belt w/silver buckle		1
<input type="checkbox"/> Subdued Rank		2 sets	<input type="checkbox"/> Rank Epaulets (slide on)		1 set
(at least 1 set must be pin-on rank)			<input type="checkbox"/> Bright Rank (pin-on)		2 sets
<input type="checkbox"/> Black Watch Cap (seasonal)		1	<input type="checkbox"/> U.S. Insignia		1 set
<input type="checkbox"/> Black Gloves (seasonal)		1 pair	<input type="checkbox"/> Ribbons		Varies
<input type="checkbox"/> Green Issue-Style Duffle Bag		1	<input type="checkbox"/> Ribbon Mount		Varies
			<input type="checkbox"/> Specialty Badge		2
Service (Blue) Uniform		Qty	Mess Dress Uniform		Qty
<input type="checkbox"/> Service Dress Jacket		1	(Chaplain Candidates see staff about mess dress)		
<input type="checkbox"/> Service Dress Slacks		1	<input type="checkbox"/> Mess Dress Shirt		1
<input type="checkbox"/> Polyester Slacks		1	<input type="checkbox"/> Suspenders		1
(Or you may purchase 2 pairs of service dress slacks)			<input type="checkbox"/> Cummerbund		1
			<input type="checkbox"/> Bow Tie		1
			<input type="checkbox"/> Cuff Links and Studs		1 set
			<input type="checkbox"/> Shoulder Boards		1 set
			<input type="checkbox"/> Miniature Medals		Varies
			<input type="checkbox"/> Miniature Medal Mount		Varies
Mess Dress Uniform		Qty	Miscellaneous Items		Qty
(Chaplain Candidates see staff about mess dress)			<input type="checkbox"/> White Gloves		1
<input type="checkbox"/> Mess Dress Jacket		1	<input type="checkbox"/> Light Weight Blue Jacket (seasonal)		1
<input type="checkbox"/> Mess Dress Slacks		1	<input type="checkbox"/> Blue Cardigan Sweater (optional)		1
			<input type="checkbox"/> Blue Pullover Sweater (optional)		1
			<input type="checkbox"/> Tie Tack or Bar (optional)		1
			<input type="checkbox"/> White Towels (optional)		1
Physical Training (PT) Gear		Qty	Name Tags		Qty
<input type="checkbox"/> Air Force PT gear			<input type="checkbox"/> ABU Name Tapes		2
<input type="radio"/> T-shirt		2	<input type="checkbox"/> ABU Air Force Tapes		2
<input type="radio"/> Shorts		2	<input type="checkbox"/> Blue Name Tag		1
<input type="radio"/> Jacket (seasonal)		1	<input type="checkbox"/> Silver Name Tag		1
<input type="radio"/> Pants (seasonal)		1			
Miscellaneous Items		Qty			
<input type="checkbox"/> Flashlight w/ cone		1			
<input type="checkbox"/> “D” Batteries		1			
<input type="checkbox"/> Rubbermaid container		1			
<input type="checkbox"/> White Socks-ankle or crew (optional)		2			

*Items in the left column **MUST** be purchased by the end of training day 1.
Items in the right column will be purchased as soon as possible.*

FEMALE UNIFORM CHECKLIST

Rank and Name:

Class:

Flight:

*Items in the left column **MUST** be purchased by the end of training day (TD) 1. Items in the right column will be purchased on TD 1 if time permits; otherwise they will be purchased on the following Saturday. Items that have been worn or altered **MAY NOT** be returned. Quantities listed are minimum requirements; you may purchase more for convenience. Items listed as “seasonal” will be purchased during the months of October through March.*

Airman Battle Uniform	Qty
<input type="checkbox"/> Pants	2
<input type="checkbox"/> Shirt	2
<input type="checkbox"/> Hat	1
<input type="checkbox"/> Sage Green Combat Boots	1 pair
<input type="checkbox"/> Belt	1
<input type="checkbox"/> Blousing Straps	1 set
<input type="checkbox"/> Desert Sand T-shirt (No Pockets)	3
<input type="checkbox"/> Sage Green Boot Socks	3 pair
<input type="checkbox"/> Subdued Rank (at least 1 set must be pin-on rank)	2 sets
<input type="checkbox"/> Black Watch Cap (seasonal)	1
<input type="checkbox"/> Black Gloves (seasonal)	1 pair
<input type="checkbox"/> Green Issue-Style Duffle Bag	1

Service (Blue) Uniform	Qty
<input type="checkbox"/> Service Dress Jacket	1
<input type="checkbox"/> Service Dress Slacks	1
<input type="checkbox"/> Polyester Slacks (Or you may purchase 2 pairs of service dress slacks)	1
<input type="checkbox"/> Skirt (optional)	1

Mess Dress Uniform	Qty
(Chaplain Candidates see staff about mess dress)	
<input type="checkbox"/> Mess Dress Jacket	1
<input type="checkbox"/> Mess Dress Skirt	1

Physical Training (PT) Gear	Qty
<input type="checkbox"/> Air Force PT gear	
<input type="radio"/> T-shirt	2
<input type="radio"/> Shorts	2
<input type="radio"/> Jacket (seasonal)	1
<input type="radio"/> Pants (seasonal)	1

Miscellaneous Items	Qty
<input type="checkbox"/> Flashlight w/ cone	1
<input type="checkbox"/> “D” Batteries	1
<input type="checkbox"/> Rubbermaid container	1
<input type="checkbox"/> White Socks-ankle or crew (optional)	2

Service (Blue) Uniform	Qty
<input type="checkbox"/> Short Sleeve Shirt	2
<input type="checkbox"/> Long Sleeve Shirt	1
<input type="checkbox"/> Blue Neck Tab	1
<input type="checkbox"/> Low-quarter Shoes	1 pair
<input type="checkbox"/> Black Dress Socks	3 pair
<input type="checkbox"/> Flight Cap	1
<input type="checkbox"/> Blue Belt w/silver buckle	1
<input type="checkbox"/> Rank Epaulets (slide on)	1 set
<input type="checkbox"/> Bright Rank (pin-on)	2 sets
<input type="checkbox"/> U.S. Insignia	1 set
<input type="checkbox"/> Ribbons	Varies
<input type="checkbox"/> Ribbon Mount	Varies
<input type="checkbox"/> Specialty Badge	2

Mess Dress Uniform	Qty
(Chaplain Candidates see staff about mess dress)	
<input type="checkbox"/> Mess Dress Blouse	1
<input type="checkbox"/> Regulation Nylons	Varies
<input type="checkbox"/> Pumps	1
<input type="checkbox"/> Cummerbund	1
<input type="checkbox"/> Satin Neck Tab	1
<input type="checkbox"/> Cuff Links (optional)	1 set
<input type="checkbox"/> Shoulder Boards	1 set
<input type="checkbox"/> Miniature Medals	Varies
<input type="checkbox"/> Miniature Medal Mount	Varies

Miscellaneous Items	Qty
<input type="checkbox"/> White Gloves	1
<input type="checkbox"/> Light Weight Blue Jacket (seasonal)	1
<input type="checkbox"/> Blue Cardigan Sweater (optional)	1
<input type="checkbox"/> Blue Pullover Sweater (optional)	1
<input type="checkbox"/> Regulation Purse (optional)	1
<input type="checkbox"/> White Towels (optional)	1

Name Tags	Qty
<input type="checkbox"/> ABU Name Tapes	2
<input type="checkbox"/> ABU Air Force Tapes	2
<input type="checkbox"/> Blue Name Tag	1
<input type="checkbox"/> Silver Name Tag	1

*Items in the left column **MUST** be purchased by the end of training day 1.
Items in the right column will be purchased as soon as possible.*